

# RIZWAN RAFAT

Cell: +92-0332-3719103

Email [rizwan.raffat@gmail.com](mailto:rizwan.raffat@gmail.com)

## PROFESSIONAL PROFILE

Pro-active and result oriented marketing and Administration professional, with eleven years of experience in computerized environment in finance manufacturing and trading sectors. Focused with a comprehensive knowledge and understanding of customer Relation especially office administration.

## CORE COMPETENCIES

- Organize and manage the whole administrative functions and system.
- Well-disciplined and efficient multi-tasked.
- Deadline sensitive person.
- Ability to work independently.
- Detailed oriented with exceptionally strong analytical skills.
- Good management skills, having ability to lead associates.

## QUALIFICATION

- Master of Arts- Final Year
- Mass Communication
- Bachelor of Arts
- Higher school certificate
- Secondary School Certificate

## CERTIFICATE

- The Institute of Financial Markets of Pakistan (IFMP)

## PROFESSIONAL EXPERIENCE

### AI Meezan Investment Management Company as a Investment Adviser(2018-Present)

#### Key Responsibilities:

- Advice to individuals and corporate clients about investing in securities such as stocks, bonds, mutual funds, or exchange traded funds etc.
- Research Marketplace and recommending the most appropriate products and services to clients.
- Counseling with clients and provide specialist advice on how to manage their money.
- Relationship with Clients in term of follows up & update.
- Managed corporate client portfolio to retain long-term relationships.
- Responsible for preparation of weekly and monthly sales reports.
- Deal with customer service issues.
- Prepare Portfolio MIS for branch management.
- Perform vital role in development of Portfolio through engaging new clients.

### First Paramount Modaraba as a Senior Admin & Marketing (2014 – 2018)

#### Key Responsibilities:

- Responsible for activities & management of COM Dept.
- Liaison with Investors / Depositors.
- Relationship with Customers in term of follow up & update
- Perform vital role in development of Portfolio through engaging new customers.
- Supervise the queries of new & existing customers
- Trial Balance check on weekly basis with customer data.

- Prematurity calculation and adjustment.
- Payment to customer on maturity & prematurity.
- Responsible for internal & external audit.
- Supervise & execute the profit distribution process of Customers (Monthly, Quarterly, Yearly & Maturity)
- Make Receivable Vouchers.
- Supervise process of Certificate of Musharika to the customers
- Maintain the Reserve Fund on Monthly Basis
- Bank Reconciliation
- Coordination with sale and recovery department for unpresented cheques in the bank.
- Petty cash
- Keep record of voucher & company documents.

#### **Reporting**

- SECP Monthly Reporting of Top 10 Customers.
- SECP Quarterly Reporting Regarding Certificate of Musharika.

#### **Software**

Working on Computerized Accounting software managed by **SidatHyder Financials**.

Working on Computerized Data Biased **ERP Software**.

#### **Additional Responsibilities**

- Distribution of Income Tax Certificate to COM(Certificate of Musharika) Customers.

### **Scientific International (Private) Limited as a Sales Coordinator and Admin Officer (2012 – 2014)**

#### **Key Responsibilities:**

- Look after complete administration department of company.
- Prepare daily Income tax invoices.
- Maintain sales sheet.
- Manage petty cash.
- Prepare bills
- Maintain files and records in soft and hard copies
- Relationship with Customers in term of follow up & update
- Supervise the queries of new & existing customers
- Perform vital role in development of Portfolio through engaging new customers.

### **Zaheer engineering Company (Private) Limited as an Admin Manager (2010 – 2012)**

#### **Key Responsibilities:**

- Look after complete administration department of company
- Administrative purchases
- Manager petty cash.
- Prepare daily invoices.
- Prepare bills
- Maintain files and records in soft and hard copies
- Relationship with Customers in term of follow up & update
- Supervise the queries of new & existing customers.
- Perform vital role in development of Portfolio through engaging new customers.

### **Muhammad Waris & Co as an Admin Manager (2009 – 2010)**

**Key Responsibilities:**

- Manage petty cash.
- Prepare daily invoices.
- Prepare bills.
- Maintain files and records in soft and hard copies.
- Correspondent with customers.
- Arrange meetings with customers.

**Shirazi Trading Company (Pvt) Ltd as a Data entry operator (2005 – 2009)****Key Responsibilities:**

- Collect Ufone company check from customers.
- Review customer forms.
- Fill incomplete form of customer after getting customer data.
- Enter records in computer software.
- Quality control of standard procedures.

**COMPUTER SKILLS**

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Spread Sheet	Average	Currently Using
2	Word Processing	Above Average	Currently Using
3	Power Point	Above Average	Currently Using

**EXTRA-CURRICULAR ACTIVITIES/HOBBIES**

- Reading books, newspapers, magazines & net browsing, socializing.

**PERSONAL INFORMATION**

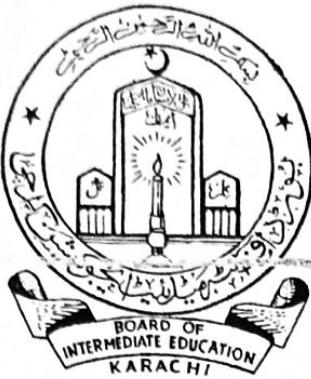
Father's Name : RafatUllah Khan  
 Religion : Islam  
 Marital Status : Single  
 Nationality : Pakistan  
 CNIC # : 42101-6868288-1  
 Date of Birth : May 11<sup>th</sup> 1987  
 Languages : English & Urdu

**References:**

Will be furnished (if required).

BJE B 320689

ROLL NO. 170038



## Higher Secondary Certificate 2011

This is to certify that Rizwan Rafat  
Son/Daughter of Rafatullah Khan  
has successfully completed the **HIGHER SECONDARY CERTIFICATE**  
**EXAMINATION** of this Board in Humanities Group held in  
the month of Dec. 2011 as a Regular/Private Candidate in the  
subjects mentioned below and has been placed in D GRADE  
by securing 497 MARKS in the Aggregate of 1100/1200/200.

**(a) Compulsory Subjects:**

1. Urdu Normal I & II  
Easy I & II / N.M.T. / Sindhi  
History and Culture of Pakistan  
Pakistan Studies (For Foreigners)

2. English Normal / Advance

3. Islamic Education / Civics (c)

4. Pakistan Studies (c)

**(b) Elective Subjects:**

5. Civics

6. Islamic Studies

7. Islamic History

Karachi, Pakistan  
Dated, the 29th August 2014

  
SECRETARY

(This Certificate is issued without any alteration or erasing.)

SERIAL NO.

000860

# BOARD OF SECONDARY EDUCATION KARACHI

STATEMENT OF MARKS  
S.S.C. EXAMINATION  
(FOR SUCCESSFUL CANDIDATES ONLY)

EXAMINATION

SUPPLEMENTARY 2004

ROLL NUMBER 301340

GROUP SCIENCE

NAME RIWAN RAFAT

FATHER'S NAME RAFAT ULLAH KHAN

SCHOOL/PRIVATE G.B.S.S. MAJOR ZIAUDDIN ABBASI MEMORIAL  
NAZIMABAD, NO. 2 KARACHI

SUBJECTS			
COMPONENT I	MARKS	COMPONENT II	MARKS
SINDHI SALEES	XXXX	MATHEMATICS	XXXX
URDU NORMAL	XXXX	BIOLOGY THEORY	XXX
ENGLISH (COMP) PAPER I	XXXX	BIOLOGY PRACTICAL	XXX
ENGLISH (COMP) PAPER II	XXXX	PHYSICS THEORY	37/75
PAKISTAN STUDIES	XXXX	PHYSICS PRACTICAL	XXX
ISLAMIAT	XXXX	CHEMISTRY THEORY	XXX
		CHEMISTRY PRACTICAL	XXX

GRAND TOTAL: 390

OUT OF 850

GRADE: D

(MUHAMMAD SALEEM KHAN)

CONTROLLER OF EXAMINATIONS

S-2004

DATED 04-12-2004

E. &amp; OAE

For Important Notes Please Turn Over



Our Ref: No: FPM/10254/18

December 03, 2018

**TO WHOM IT MAY CONCERN**

This is to certify that **Mr. Rizwan Rafat** s/o Mr. Rafat Ullah Khan bearing CNIC No. 42101-6868288-1 has worked with First Paramount Modaraba in the capacity of "**Assistant Sales & Administration Officer - Certificate of Musharika**" from December 01, 2014 to November 30, 2018.

During his stay with us, we found him a dedicated, hardworking and honest employee and contributed significantly to Modaraba

We wish him all the best in all his future endeavors.

Yours sincerely,

*Abdullah Khan*  
(ABDULLAH KHAN)  
COMPANY SECRETARY



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Yours sincerely,

*Abdullah Khan*  
(ABDULLAH KHAN)  
COMPANY SECRETARY



**ZAHIR ENGINEERING CO.**

**AIR**  
Worthington  
Creyssensac  
Compressed Air Equipment

Dated 15.06.2012

**To Whom It May Concern**

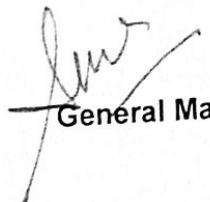
This is certify that Mr. Rizwan Riffat has worked as Administration Manager  
From 1<sup>st</sup> June 2010 till 30<sup>th</sup> May 2012.

During his stay we found him honest and hardworking.

He left the job at his own accord.

We wish him success in his life.

Zahir Engineering Co.

  
General Manager



EXPERIENCE CERTIFICATE

It is to certified that MR Rizwan Riffat has been working as a Sales & Coordinator since July 2012 to Nov 2014 with this company on monthly salary of Rs.10,000 basic.

He is responsible and dedicated to his job. His duties include sales coordination, managing customers, managing office regulations.

We have no objection on his current Job plans

If you have any inquiry regarding to MR Rizwan Riffat, don't hesitate to contact us.



Reham Saleem--CEO  
SCIENTIFIC INTERNATIONAL

**DATED:12/03/2015**

Ref. No. 1033

# CERTIFICATE

RIZWAN RAFFAT

Mr. RAFFAT ULLAH KHAN

This is to Certify that Mr. Rizwan Raffat has successfully completed the \_\_\_\_\_ Months Year Course in :

Course Title MICROSOFT OFFICE PACKAGE

1. MS. WORD
2. MS. EXCEL
3. MS. POWERPOINT
4. —
5. —
6. —

From this Institute he has received practical training and theoretical instructions.

He has obtained GRADE

"A"

under the Seal of this Institute at Karachi

Day of 12/20/11

# Taj Commercial Institute

10-F, Rizvia Society, Nazimabad Karachi.

Ref. No. TCI/114/2008.

## Certificate

Karachi 20-05-2008.

This is to certify that Mr. / Miss. RIZWAN RAFAT

Son / Daughter of RAFATULLAH has been our student

in Typewriting from 25-2-2008 to 20-05-2008 in

our institution in Typewriting. He/She has acquired the speed of 35 (Thirty Five) words per minute by TOUCH TYPEWRITING SYSTEM with accuracy and neatness.

I wish her/his success in life.

Mr. Q  
PRINCIPLE

Taj Commercial Institute

# Allama Iqbal Open University Islamabad



Serial No. A110123

Certified that Mr. / Ms. RIZWAN RAFAT

Son / Daughter of RAFAT ULLAH KHAN

Registration No.: 17BHI00037

Roll No.: BM455143

having completed the prescribed requirements in semester

SPRING 2019

is awarded the degree of:

**Bachelor of Arts  
Group - Mass Communication**

He / She has secured 56 % marks and has been placed in C grade.

*[Signature]*

CONTROLLER OF EXAMINATIONS

Result declared on: January 15, 2020

Date of Issue: December 11, 2020



*[Signature]*  
VICE-CHANCELLOR

THIS DEGREE IS TO BE READ IN CONJUNCTION WITH THE TRANSCRIPT, ISSUED SEPARATELY

